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November 14, 2012

To: Public College and University Presidents

From: Sen. Nikki Setzler and Sen. Thomas Alexander, Co-Chairmen
Senate Finance Special Higher Education Study Committee

Cc: Sen. John Matthews and Sen. Kevin Bryant, Members
Senate Finance Special Higher Education Study Committee

Re: Higher Education Capital and Facilities Survey

Dear President:

Attached is a survey instrument designed to help policymakers better understand trends regarding your college or university's implementation and utilization of undergraduate (in and out of state) "student fees" (whether itemized separately or included as part of total tuition) to fund, in whole or in part, facility and infrastructure acquisition, construction and/or renovation, repair and maintenance projects on your campus(es).

In addition to asking a series of specific questions requiring quantitative responses, the enclosed survey also poses a number of more qualitative questions intended, in part, to help policymakers understand what, if any, specific policies and procedures your institution has in place regarding the implementation of, and management and oversight of such fees specifically, and planning, management and funding of facility maintenance issues generally.

Please return this survey to Mr. Craig Parks, Senate Finance Committee staff, no later than Friday, December 28, 2012. Craig can be reached at (803) 212-6672 or at craigparks@scsenate.gov. Thank you for your service to the citizens of South Carolina, and thank you in advance for your attention to this important matter.

Sincerely,

Sen. Nikki Setzler

Sen. Thomas Alexander

Senate Finance Special Higher Education Study Committee - Survey (11/14/12)

*Note: For Questions 1-4 and 11, please provide a 5 year history (2007-2011) of the information requested. For the remaining questions, please provide responses for the timeframe referenced. In responding to questions, use additional space as necessary. For questions requiring quantitative data, please provide response in **Excel** format. For all other questions, please provide in **Word** format.

QUESTION 1A: Undergraduate Student Tuition and Fees (2007-2011)

	<u>In State</u>	<u>Out of State</u>
Registration	_____	_____
Debt Service (Institutional Bonds)	_____	_____
Debt Service (Revenue Bonds)	_____	_____
Plant Improvement	_____	_____
Renovation Reserve	_____	_____
Other capital related fee (not listed here)	_____	_____
Dedicated (non-capital)	_____	_____
Activity (E&G)*	_____	_____
Tuition (E&G)*	_____	_____
Other (not listed here)	_____	_____
Total Tuition	_____	_____

*As/if applicable, please identify (in dollar terms) the portion of these E&G charges earmarked for capital related uses. Please also note if this portion represents by policy a fixed percentage of these charges, and if so, indicate the percentage.

QUESTION 1B: Graduate Student Tuition and Fees (2007-2011)

	<u>In State</u>	<u>Out of State</u>
Registration	_____	_____
Debt Service (Institutional Bonds)	_____	_____
Debt Service (Revenue Bonds)	_____	_____
Plant Improvement	_____	_____
Renovation Reserve	_____	_____
Other capital related fee (not listed here)	_____	_____
Dedicated (non-capital)	_____	_____
Activity (E&G)*	_____	_____
Tuition (E&G)*	_____	_____
Other (not listed here)	_____	_____
Total Tuition	_____	_____

*As/if applicable, please identify (in dollar terms) the portion of these E&G charges earmarked for capital related uses. Please also note if this portion represents by policy a fixed percentage of these charges, and if so, indicate the percentage.

QUESTION 2A: For each **undergraduate** fee delineated above, indicate the amount of revenue collected/generated:

<u>In State</u>	<u>Out of State</u>	<u>Total</u>
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Registration	_____	_____	_____
Debt Service (Institutional Bonds)	_____	_____	_____
Debt Service (Revenue Bonds)	_____	_____	_____
Plant Improvement	_____	_____	_____
Renovation Reserve	_____	_____	_____
Other capital related fee (not listed here)	_____	_____	_____
Dedicated (non-capital)	_____	_____	_____
Activity (E&G)*	_____	_____	_____
Tuition (E&G)*	_____	_____	_____
Other (not listed here)	_____	_____	_____
Total Tuition	_____	_____	_____

*As/if applicable, please identify (in dollar terms) the portion of these E&G revenues earmarked for capital related uses. Please also note if this portion represents by policy a fixed percentage of these charges, and if so, indicate the percentage.

QUESTION 2B: For each graduate fee delineated above, indicate the amount of revenue collected/generated:

	<u>In State</u>	<u>Out of State</u>	<u>Total</u>
Registration	_____	_____	_____
Debt Service (Institutional Bonds)	_____	_____	_____
Debt Service (Revenue Bonds)	_____	_____	_____
Plant Improvement	_____	_____	_____
Renovation Reserve	_____	_____	_____
Other capital related fee (not listed here)	_____	_____	_____
Dedicated (non-capital)	_____	_____	_____
Activity (E&G)*	_____	_____	_____
Tuition (E&G)*	_____	_____	_____
Other (not listed here)	_____	_____	_____
Total Tuition	_____	_____	_____

*As/if applicable, please identify (in dollar terms) the portion of these E&G revenues earmarked for capital related uses. Please also note if this portion represents by policy a fixed percentage of these charges, and if so, indicate the percentage.

QUESTION 3: Of the combined revenue collected/generated above, how much was expended?

Registration	_____
Debt Service (Institutional Bonds)	_____
Debt Service (Revenue Bonds)	_____
Plant Improvement	_____
Renovation Reserve	_____
Other capital related fee (not listed here)	_____
Dedicated (non-capital)	_____
Activity (E&G)*	_____
Tuition (E&G)*	_____
Other (not listed here)	_____

Total Tuition _____

*As/if applicable, please identify (in dollar terms) the portion of these E&G revenues earmarked for capital related uses. Please also note if this portion represents by policy a fixed percentage of these charges, and if so, indicate the percentage.

QUESTION 4: Based on Questions 2 and 3, indicate the beginning and ending balances by year for each fee category identified:

	<u>Beginning</u>	<u>Ending</u>
Registration	_____	_____
Debt Service (Institutional Bonds)	_____	_____
Debt Service (Revenue Bonds)	_____	_____
Plant Improvement	_____	_____
Renovation Reserve	_____	_____
Other capital related fee (not listed here)	_____	_____
Dedicated (non-capital)	_____	_____
Activity (E&G)*	_____	_____
Tuition (E&G)*	_____	_____
Other (not listed here)	_____	_____
Total Tuition	_____	_____

*As/if applicable, please identify (in dollar terms) the portion of these E&G revenues earmarked for capital related uses. Please also note if this portion represents by policy a fixed percentage of these charges, and if so, indicate the percentage.

QUESTION 5: For the capital related fees/revenues only, of the ending balance indicated for the most recently completed fiscal year (FY11-12), how much is "committed" vs. "uncommitted":

	<u>Committed</u>	<u>Uncommitted</u>
Debt Service (Institutional Bonds)	_____	_____
Debt Service (Revenue Bonds)	_____	_____
Plant Improvement	_____	_____
Renovation Reserve	_____	_____
Other capital related fee (not listed here)	_____	_____
Activity (E&G)*	_____	_____
Tuition (E&G)*	_____	_____
Total	_____	_____
*Capital related portion only, if any	_____	_____

QUESTION 6: Of the "committed" funds indicated above, please indicate/estimate (by percent and dollar figure) the amount that will remain UNexpended in 1, 3 and 5+ years:

	<u>1 Yr.</u>	<u>3 Yr.</u>	<u>5 Yr.+</u>
Debt Service (Institutional Bonds)	_____	_____	_____
Debt Service (Revenue Bonds)	_____	_____	_____
Plant Improvement	_____	_____	_____

Renovation Reserve	_____	_____	_____
Other capital related fee (not listed here)	_____	_____	_____
Activity (E&G)*	_____	_____	_____
Tuition (E&G)*	_____	_____	_____
Total	_____	_____	_____

*Capital related portion only, if any

QUESTION 7: For the capital related fees only, please indicate the year the fee was initially established, and the year and by what amount the fee was last increased (or decreased):

	<u>Year Established</u>	<u>Last Increase/Decrease</u>	<u>Amount</u>
Debt Service (Institutional Bonds)	_____	_____	_____
Debt Service (Revenue Bonds)	_____	_____	_____
Plant Improvement	_____	_____	_____
Renovation Reserve	_____	_____	_____
Other capital related fee (not listed here)	_____	_____	_____
Activity (E&G)*	_____	_____	_____
Tuition (E&G)*	_____	_____	_____
Total	_____	_____	_____

*Capital related portion only, if any

QUESTION 8: For the last 3 years only, of the funds expended from the capital related fees (as indicated in Question 3 above), please indicate where the funds were used, by facility type, as categorized below:

	<u>E&G/Acad.</u>	<u>Admin</u>	<u>Student Service</u>	<u>Auxiliary</u>	<u>Other</u>
Property Acquisition	_____	_____	_____	_____	_____
New Construction	_____	_____	_____	_____	_____
Renovation	_____	_____	_____	_____	_____
Routine Maint.	_____	_____	_____	_____	_____
Deferred Maint.	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

QUESTION 9: For the capital related fees only, please cite the statutory, budgetary, and/or institutional policy or guideline giving you the authority to implement the fee:

Debt Service (Institutional Bonds)	_____
Debt Service (Revenue Bonds)	_____
Plant Improvement	_____
Renovation Reserve	_____
Other capital related fee (not listed here)	_____
Activity (E&G)*	_____
Tuition (E&G)*	_____

*Capital related portion only, if any

QUESTION 10: For the last 3 fiscal years only, please indicate the beginning and ending balances of your "Institutional Capital Project Fund" and/or your "Capital Improvement Project Fund" (and/or other similarly purposed funds, by whatever name):

	<u>FY09-10</u>	<u>FY10-11</u>	<u>FY11-12</u>
Beginning Balance	_____	_____	_____
Ending Balance	_____	_____	_____

QUESTION 11A: Undergraduate Student Enrollment* (2007-2011)

	<u>Year</u>
In-State	_____
Out-State	_____

*Note: For questions 11A-12B, please indicate "FTE" enrollment only; for state of residence, utilize "residence for fee purposes" data.

QUESTION 11B: Graduate Student Enrollment (2007-2011)

	<u>Year</u>
In-State	_____
Out-State	_____

QUESTION 12A: Undergraduate Student Enrollment - PROJECTION (2012-2016)

	<u>Year</u>
In-State	_____
Out-State	_____

QUESTION 12B: Graduate Student Enrollment - PROJECTION (2012-2016)

	<u>Year</u>
In-State	_____
Out-State	_____

QUESTION 13: Briefly but with specificity, describe the primary purposes for which the following capital related fees may be imposed and/or revenue used. Indicate whether or not written institutional policies and/or guidelines exist governing the implementation and/or use of these fees.

Debt Service (Institutional Bonds)
 Debt Service (Revenue Bonds)
 Plant Improvement
 Renovation Reserve
 Other capital related fee (not listed here)
 Activity (E&G)*
 Tuition (E&G)*

*Capital related portion only, if any

QUESTION 14: Briefly but with specificity, describe the processes and/or procedures by which your institution imposes and/or increases/decreases student fees (whether or not itemized or rolled up in tuition) for capital related purposes. Indicate whether or not these policies exist in writing.

QUESTION 15: Are existing fees for capital related projects/purposes periodically reviewed to determine whether or not the fee is adequate, inadequate or can be reduced or eliminated? If no, please explain why not. If yes, please explain the review process to include the frequency of the review and whether or not the review is staff level only or involves the Board of Trustees and/or its subcommittee(s).

QUESTION 16: Generally speaking, are your student fees for capital related purposes, once imposed, "permanent" or are they "temporary" or "time-limited"? If they are "permanent", please explain the rationale and indicate whether or not the permanent nature of the fee(s) is by "practice" or by official institutional policy and/or guideline.

QUESTION 17: Related to Question 16, if some or all of your capital related student fees are "time-limited", please indicate which fees, and what the time limit is. Also indicate, briefly but with specificity, by what policy or procedure, if any, may those fees be extended beyond their original time limit.

QUESTION 18: Have you recently (or ever) reduced or eliminated a capital related student fee (including any portion of general tuition earmarked for capital related purposes)? If yes, please cite specific examples. Related, in reducing or eliminating such a fee(s), did the overall tuition charge for your students actually decrease? If yes, by how much? If no, please explain, with brevity but specificity, the reasons why not.

QUESTION 19: Policies regarding cash balances. By capital related fee type (indicated below), briefly but with specificity, indicate for what purpose(s) you set aside and/or can expend cash balances. Please indicate by dollar amount and/or percentage how much is allocated for each purpose. Are these permissible "uses" authorized by statute or proviso (if so, which), institutional policy, and/or both?

Debt Service (Institutional Bonds)	_____
Debt Service (Revenue Bonds)	_____
Plant Improvement	_____
Renovation Reserve	_____
Other capital related fee (not listed here)	_____
Activity (E&G)*	_____
Tuition (E&G)*	_____

*Capital related portion only, if any

QUESTION 20: Related, if you indicated in Questions 5 and 6, that your institution has fund balances not expected to be expended for 5 or more years from now, have you or will you consider reducing tuition and/or student related fees, or rebating tuition to your students by an equivalent amount? By any amount? If yes, please explain. If no, please explain why not.

QUESTION 21A: Briefly but with specificity, how does your institution "define" deferred maintenance?

QUESTION 21B: Deferred Maintenance. What is your estimated funding need necessary to fully eliminate deferred maintenance (building and infrastructure) at your institution each year, over the next 5 years?

	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Backlog/Truly "deferred"	_____	_____	_____	_____	_____

QUESTION 22: Do you plan to fund the maintenance needs indicated in Question 21? If yes, do you plan to "fully" fund? Partly fund? Specifically, please indicate below the "funding source" (and amount in dollars from each source) for funding the need you have indicated. **If no, what is the rationale for not addressing the need?:**

	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Student Tuition/Fees	_____	_____	_____	_____	_____
Excess Debt Service	_____	_____	_____	_____	_____
Other Cash Balances	_____	_____	_____	_____	_____
Other Institutional Sources	_____	_____	_____	_____	_____
Local Funds	_____	_____	_____	_____	_____
Other Non-state sources	_____	_____	_____	_____	_____
Prior State Appropriations	_____	_____	_____	_____	_____
Anticipated/Requested State Appropriations	_____	_____	_____	_____	_____

QUESTION 23: Related to Question 22, do you (or have you) anticipate increasing student tuition or fees for the purpose of addressing maintenance needs at your institution? If yes, when and by how much, and what, if any, portion will be dedicated to addressing "deferred maintenance" specifically?

QUESTION 24: New Construction. Briefly but with specificity, please describe how you plan for and fund eventual maintenance needs of newly constructed buildings. Is your planning and funding applicable to the entire anticipated life-cycle of the facility and/or facility systems?